



## DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1080

OFFICE OF THE UNDER SECRETARY

31 May 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX  
1080 Air Force Pentagon  
Washington, DC 20330-1080

SUBJECT: Policy for DSAMS LOA Data Requests and Development (**SAF/IAPX 02022**)

References: (a) Policy for DSAMS LOA Data Requests and Development (SAF/IAPX 99029)

(b) Case Management and Case Writing Authority Revisions to AFMAN 16-101  
(IAX 00002)

(c) New Metric to Measure LOA Processing Time Line Performance (DSCA 01-06)(I-01/001494-ERASA)

Reference (a) established policy for DSAMS LOA Data Requests and Development, reference (b) established case management and case writing authority revisions to the AFMAN 16-101, and reference (c) established DSCA policy for New Metric to Measure LOA processing Time Line Performance.

These references provide established policies and procedures to follow for DSAMS LOAD taskings in the pricing and development of Letters of Offer and Acceptance (LOA). This policy memo is a reminder to the Security Assistance (SA) community that adhering to these directives will continue to streamline the LOA process.

With the advent of the new metric to measure LOA processing time and to meet established metrics to achieve our customer's requirements, all individuals involved in the LOA process must be accountable. As of 1 Mar 01, the existing LOA processing time line standard ("The maximum IA processing time between the LOR and release of the LOA or Amendment should normally be no more than 60 days.") is replaced. The new standard calls for 80% of all initial LOAs and Amendments to be transmitted within 120 days after implementing agency (IA) receipt of the LOR. The new measure represents a fundamental change in the way we view LOA processing. Unlike the old measure, this one analyzes a much broader scope including IA, customer, DSCA, and SAO processing times.

To implement this change, SAMM paragraph 70103.B. is deleted in its entirety and replaced as follows:

**“70103.B. Timeframes.** The IA must formally acknowledge receipt of LORs within 5 days. Transactions for valid LORs must be submitted to the 1200 System within 10 calendar days of receipt of the request (see Chapter 15). LOAs must be listed in the 1200 System prior to requesting DoS approval; i.e., prior to countersignature or, if applicable forwarding directly to the requestor. The maximum processing time between IA receipt of the LOR and release of the LOA or Amendment should normally be no more than 120 days, with no adjustments for hold times or any other consideration. Because unforeseen delays may occur while processing some LOAs, IAs should process at least 80% of their total number of LOAs within 120 days.”

In order to meet the timeline criteria and ensure the metrics are met, the following procedures should be followed:

When tasking LOAD to a source of supply, send the tasking through the AFSAC rather than tasking directly. Allow the DSAMS task system to function the way it was intended to achieve maximum results.

Include any background information in the tasking, need dates, prior agreements, and special instructions.

Each ALC/Product center will meet the suspense assigned by AFSAC. If the suspense cannot be met, request a revised date from AFSAC. If this does not impact the program start date, the suspense will be revised.

For planning purposes, the following timelines should be followed to meet the established metric processing times:

- 5 Days - IA formally acknowledges receipt of LOR
- 30 Days - LOR validation
- 30 Days - LOAD study
- 30 Days - LOA prep, local review, coordination, and rework
- 25 Days - DSCA countersignature

The SA community needs to work together to achieve the same goals. Adhering to established policies and procedures would promote a streamlined and workable process.

SAF/IAPX POC is Ms Sandy Harding, (703) 588-8974, DSN: 425-8974 email: sandy.harding@pentagon.af.mil.

//signed//31 May 02  
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